

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-63

Date: February 8, 1999  
Expiration Date: 6/30/00  
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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: JOB TRAINING PLAN MODIFICATIONS AND ADJUSTMENTS

This bulletin provides clarification concerning the completion of modifications and adjustments to the Service Delivery Area's (SDA) Program Years (PY) 1998 and 1999 Title II Job Training Plan and Title III Substate Plan, known as the Job Training Plan (JTP). When funds are available for incorporation into the subgrant, a modification or adjustment must be made to the JTP in accordance with Directive D97-16, PYS 98 AND 99 TITLE II JOB TRAINING PLAN AND TITLE III SUBSTATE PLAN, March 23, 1998, prior to incorporation. The directive contains the "Handbook of Instructions for Program Years 1998 and 1999," Narrative Forms, Budget and Participant Forms, and Appendix. When the plan modification or adjustment is approved by the Job Training Partnership Division, SDAs may access the funds.

Directive D97-16 provides instructions for selecting the appropriate type of change to the JTP and for completion of the necessary forms. To reduce the administrative burden of the planning process, the 1998/1999 plan contained forms requiring percentages for the second year. Once the allocation amounts were available the percentages were to be changed to dollar amounts. The following clarifies the JTP instructions:

### SIGNATURE PAGE

The SIGNATURE PAGE is a transmittal form located in the Narrative Form section of the plan. For all modifications and the first type of adjustment, please follow the instructions for the SIGNATURE PAGE in the "Handbook of Instructions for Program Years 1998 and 1999." For the second type adjustment that only requires the SDA administrator's authorization, please write "N/A second type adjustment" on the lines for the signatures of the Private Industry Council and the Chief Elected Official. Check ("✓" or "x") yes next to "Additional required signatures appear on the following page," and have the SDA administrator sign on "SIGNATURE PAGE (continued)." In addition to the signature page(s), the SDA must submit all JTP pages that are affected by the change.



## INCENTIVE AWARD

When the JTP instructions were issued, the amount of incentive awards for PY 1998 was not known. Therefore, SDAs could not enter dollar amounts for this category of funds. The SDAs did enter percentages for "future" incentive award funds on the Budget and Participant form, "Title II Proposed Distribution of Funds for PYs 1999, 2000, and 2001." The percentage identified for 1999 also applies to the 1998 funds. Recently, SDAs were notified of their incentive award that includes funds for "Employer-Assisted Benefits and Model Out-of-School Youth" programs. If the SDA intends to utilize these funds within the 10 percent variance of the amount as entered on form, TITLE II PROPOSED DISTRIBUTION, submitted with their JTP in June 1998, the change may be treated as a type one adjustment. The SIGNATURE PAGE(s) with the appropriate budget and participant pages must be submitted.

## SECOND YEAR BUDGET AND PARTICIPANT FORMS

The JTP for PYs 1998 and 1999 included forms for future funding. These forms used percentages for Year of Appropriation 1999 funding amounts. A workbook attachment includes these forms reformatted for dollar amounts. When notified of the new allocations, SDAs will complete the forms with the appropriate dollar amounts and submit them as a modification or adjustment per the instructions in the Handbook of Instructions for PYs 1998 and 1999. The PY 1999 Participant Plan summaries are included and must be completed. There is no revised "Available Funding Summary" as it is not required.

If you have any questions about your JTP, please contact your program manager. If you have any questions about the forms and their use, please contact Jean Cole of the Policy Unit at (916) 654-8284.

/S/ BILL BURKE

Assistant Deputy Director

### Attachment

This attachment is available in Excel format and can be downloaded in the Resource Information Center by clicking on the link below.

Job Training Plan Modifications and Adjustments Forms Supplement Workbook



**Job Training Partnership Act  
Job Training Plan Modifications and  
Adjustments Forms Supplement Workbook**

**Prepared by  
Job Training Partnership Division**

**February 1999**



# **JOB TRAINING PARTNERSHIP ACT JOB TRAINING PLAN MODIFICATIONS AND ADJUSTMENTS**

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Initial Plan for PYs 1998 and 1999

Adjustment # \_\_\_\_\_

Modification # \_\_\_\_\_

SDA/SSA \_\_\_\_\_

Date: \_\_\_\_\_

## TITLE II PARTICIPANT PLAN SUMMARY

JTPA 104; 20 CFR 627.440(c)(2); CUIC 15043.

PROGRAM TYPE for PY 1999, beginning 07/01/99

☒ 110 II 5% Incentive Grant ☐ 230 II-A 5% Older Individuals  
☐ 220 II-A 77% Adult ☐ 270 II-C 82% Youth

QUARTER ENDING	SEPT 1999	DEC 1999	MAR 2000	JUN 2000
1. TOTAL PARTICIPANTS (Lines 2+3 )				
2. Participants Carried-In				
3. New Participants				

### OUTCOMES

4. TOTAL TERMINATIONS (Lines 5+6+7+8)				
5. Entered Unsubsidized Employment				
6. Transferred to Other JTPA Program				
7. Adult/Youth Employment Skills/PIC-Recognized Employment Competencies				
8. All Other Terminations				

9. CURRENT PARTICIPANTS (Line 1 minus Line 4)				
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### ADDITIONAL EMPLOYMENT DATA

10. Entered Unsubsidized Employment and Obtained Employability Enhancement				
11. Women Placed in Nontraditional Jobs				

Contact Person with Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date Prepared \_\_\_\_\_

Comments:



Initial Plan for PYs 1998 and 1999

Adjustment # \_\_\_\_\_

Modification # \_\_\_\_\_

SDA/SSA \_\_\_\_\_

Date: \_\_\_\_\_

## TITLE II PARTICIPANT PLAN SUMMARY

JTPA 104; CUIC 15043.

PROGRAM TYPE for PY 1999, beginning 07/01/99

☐ 110 II 5% Incentive Grant

☐ 230 II-A 5% Older Individuals

☒ 220 II-A 77% Adult

☐ 270 II-C 82% Youth

QUARTER ENDING	SEPT 1999	DEC 1999	MAR 2000	JUN 2000
1. TOTAL PARTICIPANTS (Lines 2+3 )				
2. Participants Carried-In				
3. New Participants				

### OUTCOMES

4. TOTAL TERMINATIONS (Lines 5+6+7+8)				
5. Entered Unsubsidized Employment				
6. Transferred to Other JTPA Program				
7. Adult/Youth Employment Skills/PIC-Recognized Employment Competencies				
8. All Other Terminations				

9. CURRENT PARTICIPANTS (Line 1 minus Line 4)				
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### ADDITIONAL EMPLOYMENT DATA

10. Entered Unsubsidized Employment and Obtained Employability Enhancement				
11. Women Placed in Nontraditional Jobs				

Contact Person with Title

Telephone Number

Date Prepared

Comments:



**Initial Plan for PYs 1998 and 1999**

Adjustment # \_\_\_\_\_

Modification # \_\_\_\_\_

SDA/SSA \_\_\_\_\_

Date: \_\_\_\_\_

**TITLE II PARTICIPANT PLAN SUMMARY**

JTPA 104; CUIC 15043.

PROGRAM TYPE for PY 1999, beginning 07/01/99

☐ 110 II 5% Incentive Grant☒

230 II-A 5% Older Individuals

☐ 220 II-A 77% Adult☐

270 II-C 82% Youth

QUARTER ENDING	SEPT 1999	DEC 1999	MAR 2000	JUN 2000
1. TOTAL PARTICIPANTS (Lines 2+3 )				
2. Participants Carried-In				
3. New Participants				

**OUTCOMES**

4. TOTAL TERMINATIONS (Lines 5+6+7+8)				
5. Entered Unsubsidized Employment				
6. Transferred to Other JTPA Program				
7. Adult/Youth Employment Skills/PIC-Recognized Employment Competencies				
8. All Other Terminations				

9. CURRENT PARTICIPANTS (Line 1 minus Line 4)				
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**ADDITIONAL EMPLOYMENT DATA**

10. Entered Unsubsidized Employment and Obtained Employability Enhancement				
11. Women Placed in Nontraditional Jobs				

Contact Person with Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date Prepared \_\_\_\_\_

Comments:



Initial Plan for PYs 1998 and 1999

Adjustment # \_\_\_\_\_

Modification # \_\_\_\_\_

SDA/SSA \_\_\_\_\_

Date: \_\_\_\_\_

## TITLE II PARTICIPANT PLAN SUMMARY

JTPA 104; CUIC 15043.

PROGRAM TYPE for PY 1999, beginning 07/01/99

☐ 110 II 5% Incentive Grant

☐ 230 II-A 5% Older Individuals

☐ 220 II-A 77% Adult

☒

270 II-C 82% Youth

QUARTER ENDING	SEPT 1999	DEC 1999	MAR 2000	JUN 2000
1. TOTAL PARTICIPANTS (Lines 2+3 )				
2. Participants Carried-In				
3. New Participants				

### OUTCOMES

4. TOTAL TERMINATIONS (Lines 5+6+7+8)				
5. Entered Unsubsidized Employment				
6. Transferred to Other JTPA Program				
7. Adult/Youth Employment Skills/PIC-Recognized Employment Competencies				
8. All Other Terminations				

9. CURRENT PARTICIPANTS (Line 1 minus Line 4)				
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### ADDITIONAL EMPLOYMENT DATA

10. Entered Unsubsidized Employment and Obtained Employability Enhancement				
11. Women Placed in Nontraditional Jobs				

Contact Person with Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date Prepared \_\_\_\_\_

Comments:



Initial Plan for PYs 1998 and 1999		SDA/SSA
Adjustment # _____		Date: _____
Modification # _____		

## SUMMER YOUTH PARTICIPANT PLAN SUMMARY

CUIC 15043.

Beginning 10/01/98
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QUARTER ENDING	DEC 1998	MAR 1999	JUN 1999	SEP 1999
1. TOTAL PARTICIPANTS (Lines 2+3 )				
2. Participants Carried-In				
3. New Participants				

OUTCOMES				
4. TOTAL TERMINATIONS (Lines 5+6+7+8)				
5. Entered Unsubsidized Employment				
6. Transferred to Other JTPA Program				
7. Adult/Youth Employment Skills/PIC-Recognized Employment Competencies				
8. All Other Terminations				

9. CURRENT PARTICIPANTS (Line 1 minus Line 4)				
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ADDITIONAL REPORTABLE ITEM				
10. Basic or Remedial Education				

Contact Person with Title	Telephone Number	Date Prepared
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Comments:



Initial Plan for PYs 1998 and 1999

Adjustment # \_\_\_\_\_

Modification # \_\_\_\_\_

SDA/SSA \_\_\_\_\_

Date: \_\_\_\_\_

### TITLE III PARTICIPANT PLAN SUMMARY (515 FORMULA)

JTPA 313; CUIC 15076; Directive D96-16.

For PY 1999/2000, beginning 07/01/99

QUARTER ENDING	SEPT 1999	DEC 1999	MAR 2000	JUN 2000
1. TOTAL PARTICIPANTS (Lines 2+3)				
2. Participants Carried-In				
3. New Participants				

OUTCOMES				
4. TOTAL TERMINATIONS (Lines 5+6+7+8)				
5. Entered Unsubsidized Employment (EUE)(5a+5b)				
a. EUE from Retraining (subset of 5)				
(1) Relocated Out of Area (subset of 5a)				
b. EUE from Basic Readjustment (subset of 5)				
6. Called Back or Retained by Layoff Employer				
7. Transferred to Other JTPA Program				
8. All Other Terminations				
9. CURRENT PARTICIPANTS (Line 1 minus Line 4)				

PROGRAM ACTIVITIES AND SERVICES (Non-additive; Lines 10 through 17 individually =< line 1)	
10. Basic Readjustment Services (equals Line 1)	
a. Job Search/Job Club (subset of Line 10)	
11. Classroom Training: Basic Ed. or Attained GED	
12. Occupation Skills Training	
13. On-the-Job Training	
14. Relocation	
15. Out-of-Area Job Search	
16. Needs-Related Payments	
17. Supportive Services	

END OF THE PROGRAM YEAR PERFORMANCE AND COST PER INFORMATION	
18. Planned Entered Employment Rate (Line 5 divided by (Line 4 minus Line 6))	
19. Planned Average Hourly Wage at Placement	
20. Planned Average Cost per Participant [(Title III PY 1998/1999 Budget page G9 Line 5 minus Line 15)+ (Title III Proposed Distribution of Funds Budget page Line 14)] divided by Line 1 Jun 2000 (above)	
21. Planned Average Cost per EUE [(Title III PY 1998/1999 Budget page G9 Line 5 minus Line 15)+ (Title III Proposed Distribution of Funds Budget page Line 14)] divided by Line 5 Jun 2000 (above)	

Contact Person with Title

Telephone Number

Date Prepared

Comments:

Title III Participant Plan Summary (515 Formula)

Forms Supplement



**Initial Plan for PYs 1998 and 1999**

Adjustment # \_\_\_\_\_

SDA/SSA \_\_\_\_\_

Modification # \_\_\_\_\_

Date: \_\_\_\_\_

**TITLE II PROPOSED DISTRIBUTION OF FUNDS for PY 1999**

JTPA 104

Beginning 07/01/99

<b>FUNDING IDENTIFICATION</b>	110 II5% Incentive Grant G0 Subgrant	220 II-A 77% Adult G0 Subgrant	230 II-A 5% Older Individual G0 Subgrant	270 II-A 82% Youth G0 Subgrant
1. Year of Appropriation	1999	1999	1999	1999
2. Formula Allocation (current or prior amount)				
3. Allocation Adjustment- Plus or (Minus)				
4. Transfers - In or (Out) (see limitations in Transfer of Funds Declaration Page)				
5. TOTAL FUNDS AVAILABLE				

**TOTAL ALLOCATION COST CATEGORY PLAN**

6. Direct Training Services (minimum of 50% of total)				
7. Training-Related and Participant Support Services				
8. Administration (maximum of 20% of total)				
9. TOTAL				

**QUARTERLY TOTAL EXPENDITURE PLAN** (cumulative)

10. September 1999				
11. December 1999				
12. March 2000				
13. June 2000				
14. September 2000				
15. December 2000				
16. March 2001				
17. June 2001				
18. September 2001				
19. December 2001				
20. March 2002				
21. June 2002				

**COST COMPLIANCE PLAN**

22. % of Direct Training Expenditures (Line 6 divided by Line 9)				
23. % of Administrative Expenditures (Line 8 divided by Line 9)				

Contact Person with Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date Prepared \_\_\_\_\_

Comments: \_\_\_\_\_

Title II Proposed Distribution of Funds for PY 1999  
Forms Supplement



Initial Plan for PYs 1998 and 1999

Adjustment # \_\_\_\_\_

Modification # \_\_\_\_\_

SDA/SSA \_\_\_\_\_

Date: \_\_\_\_\_

## TITLE II PROPOSED DISTRIBUTION OF FUNDS FOR SUMMER YOUTH

Beginning 10/01/98

FUNDING IDENTIFICATION	G9 Subgrant, grant code 335
1. FY Year of Appropriation	1999
2. Formula Allocation (current or prior amount)	
3. Allocation Adjustment- Plus or (Minus)	
4. Transfers - In or (Out)(see limitations per Fund Declaration Page)	
5. TOTAL FUNDS AVAILABLE	

TOTAL ALLOCATION COST CATEGORY PLAN	
6. Training and Supportive Services	
7. Administration (maximum of 15% of total)	
8. TOTAL (Lines 6+7)	

QUARTERLY TOTAL EXPENDITURE PLAN	
9. December 1998	
10. March 1999	
11. June 1999	
12. September 1999	
13. December 1999	
14. March 2000	
15. June 2000	
16. September 2000	
17. December 2000	
18. March 2001	
19. June 2001	
20. N/A	

COST COMPLIANCE PLAN	
21. % of Training and Supportive Services Expenditures (Line 6 divided by Line 8)	
22. % of Administrative Expenditures (Line 7 divided by Line 8)	

Contact Person with Title

Telephone Number

Date Prepared

Comments:

Title II Proposed Distribution of Funds for Summer Youth  
Forms Supplement



Initial Plan for PYs 1998 and 1999		SDA/SSA _____
Adjustment # _____		Date: _____
Modification # _____		

### TITLE III PROPOSED DISTRIBUTION OF FUNDS (515 FORMULA)

Beginning 07/01/99	
<b>FUNDING IDENTIFICATION</b>	G0 Subgrant
1. Year of Appropriation	1999
2. Formula Allocation (current or prior amount)	
3. Allocation Adjustment- Plus or (Minus)	
4. Transfers - In or (Out) (see limitations in Transfer of Funds Declaration Page)	
5. TOTAL FUNDS AVAILABLE	

<b>TOTAL ALLOCATION COST CATEGORY PLAN</b>	
6. Basic Readjustment Services	
7. Retraining (minimum of 50% unless waived to 30%)	
8. Needs Related Payments (NRP)	
9. Support Services	
10. Administration (maximum of 15%)	
11. TOTAL	

<b>QUARTERLY TOTAL EXPENDITURE PLAN</b> (cumulative)	
12. September 1999	
13. December 1999	
14. March 2000	
15. June 2000	
16. September 2000	
17. December 2000	
18. March 2001	
19. June 2001	

<b>COST COMPLIANCE PLAN</b>	
20. % of Retraining Expenditures (Line 7 divided by Line 11)	
21. Retraining Waiver (type percentage or NO)	
22. % of Administrative Expenditures (Line 10 divided by Line 11)	

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Comments: